
MISSISSIPPI LIBRARY SERVICES & TECHNOLOGY ACT PLAN 2003 - 2007

**Submitted August 9, 2002
Institute of Museum & Library Services**

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TABLE OF CONTENTS

	<i>Page</i>
Mission Statement.....	1
Needs Assessment.....	1
Goals	2
Goal 1: Technology	4
Goal 2: Library Development	8
Goal 3: Interlibrary Cooperation	11
Goal 4: Advocacy	14
Goal 5: Special Populations.....	18
Evaluation Plan.....	21
Stakeholder Involvement.....	22
Communication Procedures.....	23
Monitoring Procedures.....	24
Appendix	
Statement of Assurances.....	i

MISSION STATEMENT

In 2002, the Mississippi Library Commission undertook a strategic planning process that will include a new Mission Statement. When finalized, the revised statement will be forwarded to the Institute of Museum and Library Services (IMLS) as an addendum to this document. Until that time, the agency's Mission Statement reads as follows:

The Mississippi Library Commission assumes a leadership role to fulfill the information needs of the residents of Mississippi by advocating the development of efficient, effective public library systems

and by encouraging cooperation among all types of libraries.

The Commission will continue to take a proactive position to improve the quality of library services by utilizing effective management practices including planning, education and communication.

Consistent with state and federal mandates, the Commission commits available resources to provide appropriate services by fairly and consistently applying policies that assure accountability to funding authorities, service providers, supporters and users.

Adopted by the Board of Commissioners
September 25, 1989

NEEDS ASSESSMENT

Working with two consulting group, the Mississippi Library Commission surveyed the agency's primary users and conducted twelve internal/external focus groups to ascertain customer needs and provide guidance in planning. The needs were concentrated in five areas:

Technology

Public libraries stated a continuing need for technology education/training, technical support/assistance, computer equipment/software, statewide connectivity, and funding/grants to support the ongoing technology demands of public library users.

Library Development

Sixty percent (60%) of Mississippi's public libraries serve populations of 50,000 or less. The demand for hands-on assistance is constant, especially in the areas of library management and operations, including: traditional library service education/training, library management skills, public relations, library service to underserved populations, funding/grants and advocacy support, as well as providing information pertaining to trends and national issues affecting libraries.

Interlibrary Cooperation

Respondents were unanimous in a desire to see the Library Commission take a leadership role in a statewide interlibrary loan system, statewide database brokering, creation of consortia groups, and innovative means to share resources among the Mississippi library community.

Advocacy

Local public libraries expressed the need for expanded public relation efforts in “telling the story” of Mississippi libraries at the local and state levels.

Special Populations

Providing library services to the special populations of the state is a growing need. The demand for the services provided by the Blind and Physically Handicapped Library Services is increasing as the state’s population matures. Expanding immigrant populations are seeking information provided by local libraries. Existing literacy programs continue to meet growing demands among impoverished communities.

GOALS

Programmatic goals are centered around the five needs put forward by the library community. The components of each goal includes: outputs, outcomes, projects, and time frames. Each goal addresses a stated purpose of the Library Services and Technology Act (LSTA) as outlined in P.L. 104-208 (H.R. 3610):

- To stimulate excellence and promote access to learning and information resources in all types of libraries for individuals of all ages;
- To promote library services that provide all users access to information through State, regional, national and international electronic networks;
- To provide linkages among and between libraries; and,
- To promote targeted library services to people of diverse geographic, cultural, and socioeconomic backgrounds, to individuals with disabilities, and to people with limited functional literacy or information skills.

More specifically, each need is consistent with at least one of the federal LSTA goals in the federal legislation which are listed below:

1. Establishing or enhancing electronic linkages among or between libraries;
2. Electronically linking libraries with educational, social, or information services;
3. Assisting libraries in accessing information through electronic networks;
4. Encouraging libraries in different areas, and encouraging different types of libraries, to establish consortia and share resources;
5. Paying costs for libraries to acquire or share computer systems and telecommunications

technologies; and,

6. Targeting library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children (from birth through age 17) from families with incomes below poverty line.

Programs and activities developed by the Mississippi Library Commission and funded by LSTA that have a clear audience to whom a program is targeted will be evaluated using the outcome-based evaluation logic model proposed by the Institute of Museum and Library Services. Not all programs will be evaluated using this methodology. Other evaluation methods will be used where appropriate.

GOAL 1: TECHNOLOGY

The use of LSTA funds will:

Enhance use of technology in libraries to improve services and facilitate access to materials and information resources for Mississippians.

Summary of TECHNOLOGY Needs Assessment:

- The demand on Mississippi public libraries to provide customers with electronic access to information is increasing. From Fiscal Year 1999 (10/1/98 - 09/30/99) to Fiscal Year 2000 (10/1/99 - 09/30/00), public libraries increased funding dedicated to electronic access of information by twenty-six percent (26%). During this same time frame, the average Mississippi public library contained only 4.8 public access computers and was open less than 30 hours a week.*
- Most Mississippi public libraries provide Internet service through public access computers.***
- Almost all of Mississippi's public libraries have web sites; however, public libraries need to develop and improve library web pages as portals to a variety of information sources.
- From 1999 to 2000, the number of registered library users in the state increased from 1.17 million to over 1.18 million. In addition, the number of visits to local public libraries increased over ten percent (10%).*
- In FY 2002 (7/1/01 - 6/30/02), 26 technology workshops were conducted. The majority of the 300 public library staff members attending these sessions serve public libraries in underserved areas.
- Few qualified technical staff are employed by public libraries. In Fiscal Year 2002 (7/1/01 - 6/30/02), the Network Services Bureau staff provided 1,162 consulting hours, 78+ on-site trouble-shooting visits, and resolution to hundreds of technical questions received through the 24/7 *Help Desk* service.
- State-wide, Mississippi spent between \$100-\$299 million on technology in 2002, ranking 33rd in the U.S.**
- In FY 1999, Mississippi public libraries expended 2% of their total operating budgets on materials in electronic format and electronic access. The average for the U.S. was 2.8%.***

- Mississippi ranks 50th in the percentage of households with computers. Only 37.2% of Mississippi households have computers and only 26.3% of these households have Internet access.**
- Mississippi ranks 46th in the U.S. in the number of students per Internet-connected computer (11.1/computer).**

* *Mississippi Public Library Statistics (FY98-FY00)*

** *2002 Governing Source Book*

*** *National Center for Education Statistics (February 2002)*

LSTA Purpose(s): Establishing or enhancing linkages among or between libraries; electronically linking libraries with educational, social, or information services; assisting libraries in accessing information through electronic networks; paying costs for libraries to acquire or share computer systems and telecommunications technologies; and, targeting library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children (from birth through age 17) from families with incomes below poverty line.

Key TECHNOLOGY Output Targets:

1. Offer continuing education on technology-related subjects to Mississippi librarians.
2. Establish a certification program for professional and para-professional library staff.
3. Provide consulting assistance.
4. Focus LSTA grants in the area of technology.
5. Connect public libraries to a statewide telecommunications network.
6. Support statewide development of public library web sites and portals that provide convenient access to a broad array of information resources.
7. Support libraries in their efforts to make electronic content and information available to their patrons from libraries and homes.
8. Provide distance education opportunities for professional and para-professional library staff.
9. Provide brokering assistance to public libraries purchasing resource sharing of electronic information resources.
10. Encourage the creation of multi-type library consortia.

Key TECHNOLOGY Outcome Targets:

1. Public libraries will have up-to-date technology plans that are relevant and applicable to meet the needs of their patrons.
2. Mississippians will have customer-centered library resources, services, and facilities that are responsive to community needs.
3. Mississippians will have the opportunity and ability to learn about, evaluate, and use information through libraries.
4. Libraries will provide access to print and electronic information.
5. Mississippians will have access to library services and resources on a 24-hour per day basis.
6. Libraries will have up-to-date technology and adequately wired facilities.
7. Library staff will have the knowledge and skills to provide quality service to their customers.
8. Libraries will develop multi-type library consortia to increase the availability of information to Mississippians.

TECHNOLOGY Programs:

Programs will be supported by activities (tasks) that include, but are not limited to: identifying specific needs associated with goals, participating in multi-faceted associations, developing curriculums, identifying instructors, scheduling and conducting workshops, recruiting participants, publicizing and providing technical and administrative support, monitoring, and conducting evaluations.

1. **Continuing Education:** Technology training and assistance will be made available to Mississippi librarians.
Time Frame: FY 2003 - FY 2007
2. **Professional Development:** A multi-level certification program encouraging librarians to maintain and/or enhance their skills will be developed and implemented.
Time Frame: FY 2003 - FY 2007
3. **Statewide Network:** Electronic access to the statewide telecommunication network will provide Internet access, e-mail, 24/7 *Help Desk* service, miscellaneous equipment and software to Mississippi public libraries.
Time Frame: FY 2003 - FY 2007
4. **Grants:** An annual competitive grant cycle will allow Mississippi libraries the opportunity to apply for grants to enhance local technology efforts.
Time Frame: FY 2003 - FY 2007

5. **Technology Information Initiatives:** Full-time technical staff will provide assistance and support to Mississippi libraries in technology-related issues.
Time Frame: FY 2003 - FY 2007
6. **Partnerships:** The development of partnerships between and among all types of libraries, private businesses, corporations, and granting entities will be strongly encouraged.
Time Frame: FY 2004 - FY 2007
7. **Public Education:** A statewide public education and marketing program promoting electronic library services will be developed and implemented.
Time Frame: FY 2003 - FY 2007

GOAL 2: LIBRARY DEVELOPMENT

The use of LSTA funds will:

Enhance library services through well-managed and well-operated public library systems.

Summary LIBRARY DEVELOPMENT Needs Assessment:

- Mississippi public libraries are seeing a steady increase in the number of registered library users and library visits. Public library budgets are being stretched to meet the demands for print and electronic materials. Currently, the average funding is \$1.41 per capita.*
- While public libraries are seeing an increase in the demand for their services, the number of professional librarians in the public library sector having ALA-accredited masters degrees is decreasing. Only eleven percent (11%) of Mississippi's public library staff have masters degrees in library science.**
- Mississippi public libraries rank 45th in the number of ALA/MLS-degreed librarians per 25,000 population. The national average is 2.74 per 25,000, while Mississippi's standing is 1.20**
- Library visitors rose from 6.9 million in 1999 to 7.6 million in 2000, a 10.5% increase.*
- Mississippi public libraries rank 47th nationally in the number of library visits per capita.**
- Over 61% of Mississippi public libraries serve population areas of less than 50,000.**
- There are a total of 241 public library facilities and two bookmobiles in Mississippi.**
- In FY 1999, Mississippi public libraries spent 13.2% of their annual income on collection development (\$1.45 per capita). The national average was 15.3% or \$3.86 per capita.**
- Mississippi public libraries rank 51st nationally in total operating and collection expenditures per capita. The national average is \$25.25 (operating) and Mississippi's is \$11.00. The national average is \$3.86 (collection) and Mississippi's is \$1.45.**
- Mississippi public libraries rank 43rd nationally in the number of book and serial volumes per capita and 48th in the number of audio materials.**
- There is a need to better prepare public library trustees regarding their duties and responsibilities.

* *Mississippi Public Library Statistics (FY98-FY00)*

** *National Center for Education Statistics (February 2002)*

LSTA Purposes: Electronically linking libraries with educational, social, or information services; targeting library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children (from birth through age 17) from families with incomes below poverty line.

Key LIBRARY DEVELOPMENT Output Targets:

1. Establish a certification program for professional and para-professional library staff.

2. Establish and promote a voluntary public library standards program.
3. Offer continuing education on library management and operations to Mississippi librarians.
4. Provide training and education to public library trustees regarding their duties and responsibilities.
5. Assist public libraries in providing adequate library facilities through identification of funding sources and the provision of information on facilities management and space planning.
6. Develop a statewide recruitment program for librarians and para-professionals.
7. Provide consulting assistance.
8. Encourage training to libraries to develop of 3- to 5-year long-range plans.
9. Focus LSTA grants in the area of library development.
10. Collect and disseminate public library statistics.
11. Develop a recommended pay scale for public library staff.
12. Work with academia to ensure graduates have applicable public library course work.

Key LIBRARY DEVELOPMENT Outcome Targets:

1. Materials relevant to diverse cultures, especially materials in different languages, will be made available in local libraries.
2. A broad collection of print and electronic materials will be made available to local library customers.
3. Libraries will provide customer-centered library resources, services, and facilities responsive to local needs.
4. Communities will have access to ideas and information in a variety of formats - balancing print and electronic resources - with a focus on the most appropriate methods and mediums for the local library.
5. Libraries will have long-range plans that meet the library needs of their communities.
6. Library staff will have the knowledge and skills to provide quality services to their customers.

7. Qualified librarians will be employed in Mississippi public libraries.
8. Public library trustees will have a better understanding of their roles and responsibilities.

LIBRARY DEVELOPMENT Programs:

Programs will be supported by activities (tasks) that include, but are not limited to: identifying specific needs associated with goals, participating in multi-faceted associations, developing curriculums, identifying instructors, scheduling and conducting workshops, recruiting participants, publicizing and providing technical and administrative support, monitoring, and conducting evaluations.

1. **Continuing Education:** Library development training and assistance will be available to Mississippi libraries in all areas of library operations and management including, but not limited to searching and reference skills, collection development and management, customer-relations, trustee education, children's programming, etc.
Time Frame: FY 2003 - FY 2007
2. **Professional Development:** A multi-level certification program encouraging library personnel to maintain and/or enhance their skills will be developed and implemented.
Time Frame: FY 2003 - FY 2007
3. **Grants:** An annual competitive grant program will allow Mississippi libraries to apply for grants to address local library development needs.
Time Frame: FY 2003 - FY 2007
4. **Library Development Initiatives:** Well-qualified staff will provide consulting assistance and support to Mississippi libraries on library operations and management issues.
Time Frame: FY 2003 - FY 2007
5. **Partnerships:** The development of partnerships between and among all types of libraries, private businesses, corporations, and granting entities will be strongly encouraged.
Time Frame: FY 2004 - FY 2007
6. **Public Education:** A statewide public education and marketing program promoting library services will be developed and conducted.
Time Frame: FY 2004- FY 2007

GOAL 3: INTERLIBRARY COOPERATION

The use of LSTA funds will:

Enhance libraries' efforts to meet an increasing demand for information and library services through resource sharing and partnerships.

Summary INTERLIBRARY COOPERATION Needs Assessment:

- Mississippi public libraries saw an eight percent (8%) increase in the number of reference questions from 1999 to 2000, as well as a thirteen percent (13%) increase in the number of interlibrary loans processed during the same time period.* The demand for information and sharing of resources has increased dramatically in comparison to the libraries' ability to purchase materials. However, Mississippi public libraries still rank 50th nationally in the number of circulation transactions per capita and 43rd in the number of interlibrary loans transactions per capita.**
- Mississippi public libraries rank 43rd nationally in the number of reference transactions per capita.**
- There is a need for library consortia within geographical areas of the state that share their resources and materials, both print and electronic.
- Over 37,600 electronic interlibrary loan (ILL) requests were received and processed by Mississippi public libraries in 1999.*
- According to the 2000 Census, Mississippi's population from 1990 - 2000 increased by 10.5% while the U.S. average increase was 13.2%.
- DeSoto County, Mississippi had a population growth of more than 50%.***
- One Mississippi County, Issaquena has a population of less than 2,500.***

* Mississippi Public Library Statistics (FY98-FY00)

** National Center for Education Statistics (February 2002)

*** U.S. Bureau of the Census (Release Date 5/7/2002)

LSTA Purpose(s): Establishing or enhancing linkages among or between libraries; electronically linking libraries with educational, social, or information services; assisting libraries in accessing information through electronic networks; paying costs for libraries to acquire or share computer systems and telecommunications technologies; and, targeting library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children (from birth through age 17) from families with incomes below poverty line.

Key INTERLIBRARY COOPERATION Output Targets:

1. Offer an in-state interlibrary loan system to Mississippi libraries.
2. Strengthen the Library Commission resource library that supplements local library collections.
3. Encourage library consortia and cooperatives.
4. Manage the Mississippi State Document Depository Program.
5. Provide consulting assistance.
6. Focus LSTA grants in the area of interlibrary cooperation.
7. Enhance the Library Commission's web site as a statewide portal for library catalogs, resources, and services.
8. Encourage the adoption and adherence to accepted technical standards.
9. Encourage local and regional meetings of all types of libraries (i.e., public and school) to discuss common concerns.

Key INTERLIBRARY COOPERATION Outcome Targets:

1. Public library systems will offer state-of-the-art resource sharing services to their customers.
2. Library and information services through cooperative resource sharing and development will be improved.
3. Consortia purchases of information products will allow libraries to better utilize their limited funds.
4. All types of libraries will coordinate, collaborate, and partner for increased efficiency and effectiveness.
5. Customers will have access to information through both physical and virtual libraries.

INTERLIBRARY COOPERATION Programs:

Programs will be supported by activities (tasks) that include, but are not limited to: identifying specific needs associated with goals, participating in multi-faceted associations, developing curriculums, identifying instructors, scheduling and conducting workshops, recruiting participants, publicizing and providing technical and administrative support, monitoring, and conducting evaluations.

1. **Continuing Education:** Interlibrary cooperation training and assistance will be available to Mississippi libraries in areas including, but not limited to: customer relations, basic reference, ILL policies and procedures, electronic services, and collection development, etc.
Time Frame: FY 2003 - FY 2007
2. **Grants:** An annual competitive grant program will allow Mississippi libraries the opportunity to apply for grants that will encourage partnerships, develop consortia relationships, and procure ISO-compliant technology.
Time Frame: FY 2003 - FY 2007
3. **Resource Sharing Initiatives:** Staff will provide assistance and support to Mississippi libraries regarding library management and operations including interlibrary cooperation issues.
Time Frame: FY 2003 - FY 2007
4. **Partnerships:** The development of partnerships between and among all types of libraries, private businesses, corporations, and granting entities will be strongly encouraged.
Time Frame: FY 2004 - FY 2007
5. **Public Education:** A statewide public education and marketing program promoting services available to customers through Mississippi libraries will be developed and implemented.
Time Frame: FY 2003 - FY 2007
6. **Interlibrary Loan (ILL) Network:** A statewide interlibrary loan network among Mississippi libraries, including agreements and protocols for lending and borrowing, patron-initiated ILL capabilities and local ILL management will be developed and implemented.
Time Frame: FY 2004 - FY 2007

GOAL 4: ADVOCACY

The use of LSTA funds will:

Raise Mississippians' awareness of library services and needs.

Summary ADVOCACY Needs Assessment:

- In FY 2000, Mississippi public libraries saw only a 0.95 % increase in local funding over 1999.*
- In FY 1999, over 53% of Mississippi's 245 public libraries had a per capita operating income of less than \$7.00.**
- In FY 1999, over 71% of Mississippi public libraries had a budget of less than \$700,000. Nationally, over 82% of public libraries had budgets of less than \$700,000.
- Mississippi public libraries rank 50th in total local income per capita. The national average is \$21.13 per capita while Mississippi's is \$8.65.**
- Mississippi public libraries rank 13th in total state income per capita. The national average is \$3.45 per capita while Mississippi's is \$2.33.**
- In 2000, the Mississippi public library community lost two percent (2%) of its accredited master degree librarians. A campaign to draw professional librarians into the workforce is needed.*
- The majority of Mississippi public library directors will be eligible for retirement within the next three to five years.
- Only 42% of Mississippians have library cards.*
- Evidence would indicate that the public is not well informed about the programs and services offered by libraries nor about the programs currently made possible through state and federal initiatives.
- The Library Commission publications need to better "tell the story" of libraries in the state.
- Public library services are not effectively marketed.

* *Mississippi Public Library Statistics (FY98-FY00)*

** *National Center for Education Statistics (February 2002)*

LSTA Purpose(s): Establishing or enhancing linkages among or between libraries; electronically linking libraries with educational, social, or information services; assisting libraries in accessing information through electronic networks; paying costs for libraries to acquire or share computer systems and telecommunications technologies; and, targeting library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children (from birth through age 17) from families with incomes below poverty line.

Key ADVOCACY Output Targets:

1. Provide state-level leadership for the development and improvement of public library service.
2. Sponsor regular meetings of the public library system directors.

3. Develop and conduct orientation program for new public library system directors.
4. Disseminate information of interest and importance to libraries in Mississippi through publications.
5. Collect, analyze, and disseminate data about libraries and their programs and services.
6. Ensure that adequate leadership is provided for the improvement of public library service by supporting participation of state library agency staff in local, state, and national forums.
7. Conduct training to increase the skill of library staff and trustees in advocacy, marketing, and public relations.
8. Develop appropriate materials and tools for library staff to use in promoting libraries and publicizing local library services.
9. Promote the value of libraries to the citizens of Mississippi.
10. Develop the Library Commission's web site to increase public awareness of libraries.
11. Educate community leaders and legislators on library issues and the value of libraries.
12. Increase assistance and support for libraries to obtain funding from non-traditional sources, grants, and gifts.
13. Develop a statewide marketing plan.
14. Assist in development of legislation and funding policy to support library services.
15. Provide consulting services.
16. Focus LSTA grants in the area of advocacy.

Key ADVOCACY Outcome Targets:

1. Progress can be made toward providing access to quality public library services for every Mississippian.
2. A broad-based knowledge of the issues that affect library service will be developed.
3. Librarians' basic knowledge of marketing will be improved.
4. Public libraries will develop marketing strategies that are relevant and applicable to local needs.

5. Mississippians will have increased appreciation and awareness of library resources and services thereby increasing the support for libraries.
6. Libraries will have stable and adequate funding to provide effective library services.

ADVOCACY Programs:

Programs will be supported by activities (tasks) that include, but are not limited to: identifying specific needs associated with goals, participating in multi-faceted associations, developing curriculums, identifying instructors, scheduling and conducting workshops, recruiting participants, publicizing and providing technical and administrative support, monitoring, and conducting evaluations.

1. **Continuing Education:** Advocacy and marketing training will be available to Mississippi libraries.
Time Frame: FY 2003 - FY 2007
2. **Statewide Marketing Program:** An overall marketing strategy will be developed for Mississippi libraries.
Time Frame: FY 2003 - FY 2007
3. **Grants:** An annual competitive grant program will allow Mississippi libraries the opportunity to apply for grants to develop marketing and advocacy programs to promote statewide and local library services.
Time Frame: FY 2003 - FY 2007
4. **Advocacy Information Initiatives:** Staff will provide assistance and support to Mississippi libraries for advocacy-related issues and programs.
Time Frame: FY 2003 - FY 2007
5. **Partnerships:** The development of partnerships between and among all types of libraries, private businesses, corporations, and granting entities will be strongly encouraged.
Time Frame: FY 2004 - FY 2007
6. **Public Education:** Library information and statistics will be collected, analyzed, and disseminated. Effective use of library data will be encouraged. A statewide public education and marketing program promoting libraries will be developed and implemented.
Time Frame: FY 2003 - FY 2007
7. **Publications:** Agency publications, paper and electronic, will be produced to better "tell the library story."
Time Frame: FY 2003 - FY 2007

GOAL 5: SPECIAL POPULATIONS

The use of LSTA funds will:

Meet the library service needs of all Mississippians regardless of personal circumstances so that all Mississippians can achieve their goals as lifelong learners.

Summary SPECIAL POPULATIONS Needs Assessment:

- In FY 1999, over 27% of the materials circulated in Mississippi public libraries were children's materials.**
- In 2000, 19.9% of the persons living in Mississippi fell below the poverty line. This was a -5.3% change since the 1990 census. The national poverty rate in 2000 was 11.3%.***
- Research indicates that children who read over the summer months maintain their reading level and do not lose reading skills. The primary source of free reading materials for children during the summer is the public library.
- Mississippi's Hispanic population grew from 0.6% in 1990 to 1.4% in 2000.***
- Mississippi's older population (65+) grew 6.9% from 1990 to 2000. The national growth rate was 12%.***
- 27.3% of Mississippi's population is under the age of 18, while the national average is 25.7%.***
- Thirty percent (30%) of Mississippi's population is at a Level 1 literacy rate. The national average is between 21% - 23%.
- Approximately one out of every six households in Mississippi consists of a family maintained by a woman with no husband. Mississippi has the highest proportion of female family households with own children under 18 (10.1%).***
- Mississippi ranks third in the U.S. (5.6%) in having households with multiple generations (at least three) living together.***
- From 1990 to 2000, Mississippi's 50 - 54 year age group experienced the largest percentage growth. The second fastest group was the 45 - 49 age group; third was the 90 - 94 year old, which increased by 45%.***
- An estimated 10% of Mississippi's population is eligible for services provided by the Blind and Physically Handicapped Library Services offered by the Mississippi Library Commission.

* *Mississippi Public Library Statistics (FY98-FY00)*

** *National Center for Education Statistics (February 2002)*

*** *U.S. Bureau of the Census (Release Date 5/7/2002)*

LSTA Purpose(s): Targeting library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children (from birth through age 17) from families with incomes below poverty line.

Key SPECIAL POPULATIONS Output Targets:

1. Reduce the physical, geographical, age, language, literacy, and cultural barriers faced by library users.

2. Educate library staff and trustees on the needs of children, families and culturally diverse populations.
3. Promote library services to people with disabilities through a public awareness campaign.
4. Promote library services to populations that have not traditionally used the library through a public awareness campaign.
5. Provide sensitivity training for library staff who work with disabled patrons.
6. Increase the responsiveness of libraries to unique community needs in the form of specialized resources and services.
7. Encourage the establishment of partnerships with local businesses, private organizations, non-profit groups, and public service agencies to meet the needs of special populations.
8. Develop cooperative collection development (i.e., foreign language, visually impaired materials, etc.) among libraries.
9. Develop and conduct a summer library program.
10. Provide consulting services.
11. Focus LSTA grants in the area of library services to special populations.

Key SPECIAL POPULATIONS Outcome Targets:

1. Library resources and services will be available to all Mississippi residents regardless of cultural background, language, literacy level, age, ability, income level, or geographic location.
2. Libraries will provide access to a broad collection of print and electronic materials that are relevant to diverse cultures.
3. Outreach efforts will be developed to encourage non-users to use libraries.
4. Libraries will provide services to children and families.
5. Libraries will provide access to information and services to the blind and physically handicapped.

6. Library staff will have a better understanding of the needs of special populations and how to deliver services.

Key SPECIAL POPULATIONS Programs:

Programs will be supported by activities (tasks) that include, but are not limited to: identifying specific needs associated with goals, participating in multi-faceted associations, developing curriculums, identifying instructors, scheduling and conducting workshops, recruiting participants, publicizing and providing technical and administrative support, monitoring, and conducting evaluations.

1. **Continuing Education:** Training will be available to Mississippi libraries to aid them in reaching the underserved special populations in their local areas.
Time Frame: FY 2003 - FY 2007
2. **Statewide Marketing Program:** An overall marketing strategy will be developed and implemented for Mississippi libraries.
Time Frame: FY 2003 - FY 2007
3. **Grants:** An annual competitive grant program will allow Mississippi libraries the opportunity to apply for grants to develop programs and services for special populations.
Time Frame: FY 2003 - FY 2007
4. **Special Populations Initiatives:** Staff will provide assistance and support to Mississippi libraries for special populations programs.
Time Frame: FY 2003 - FY 2007
5. **Partnerships:** The development of partnerships between and among all types of libraries, private businesses, corporations, and granting entities will be strongly encouraged.
Time Frame: FY 2004 - FY 2007
6. **Public Education:** Library information and statistics will be collected, analyzed, and disseminated. Effective use of library data will be encouraged.
Time Frame: FY 2003 - FY 2007
7. **Publications:** Agency publications, paper and electronic, will be produced to better “tell the library story.”
Time Frame: FY 2003 - FY 2007

EVALUATION PLAN

The Mississippi Library Commission recognizes the value of evaluating its programs against the established goals and priorities of the Library Services and Technology Act (LSTA) and the Institute of Museum and Library Services (IMLS). To this end, activities that have a clear audience to whom a program is targeted will be evaluated according to the outcome-based evaluation logic model proposed by IMLS as follows:

OUTCOME	INDICATOR	DATA SOURCE	APPLIED TO	DATA INTERVAL	TARGET
<i>Intended impact</i>	<i>Observable and measurable behaviors and conditions</i>	<i>Sources of information about conditions being measured</i>	<i>The audience to be measured</i>	<i>When data will be collected</i>	<i>The amount of impact desired</i>
<u>Example</u> Librarians will have basic Internet skills	<u>Example</u> The # and % of participating librarians who can bring up an Internet search engine, enter a topic in the search function, <u>and</u> bring up one example of the information being sought within 15 minutes	<u>Example</u> Searching exercise, trainer observation	Jackson/Hinds librarians who complete the workshop	At the end of the workshop	90% of the 20 participants

STAKEHOLDER INVOLVEMENT

The following groups have been identified as potential stakeholders in the LSTA five-year plan:

STAKEHOLDER	ROLES/RESPONSIBILITIES	TIME FRAME
Board of Commissioners	<ul style="list-style-type: none"> · Approve LSTA policies · Approve LSTA sub-grants · Approve final LSTA plan · Approve any revisions to LSTA plan · Accept final LSTA evaluation report in 2007 	<i>FY 2003 - FY 2007</i>
Grant Reviewers	<ul style="list-style-type: none"> · Review LSTA grant proposals, as appropriate 	<i>FY 2003 - FY 2007</i>
Mississippi Library Community	<ul style="list-style-type: none"> · Participate in LSTA programs and activities · Provide feedback and evaluation of programs and activities 	<i>FY 2003 - FY 2007</i>
Mississippi Library Commission Staff	<ul style="list-style-type: none"> · Advise on needs, policies, and planning issues · Communicate interests of libraries · Review/discuss LSTA plan · Monitor LSTA-related programs and activities · Manage LSTA-related programs and activities 	<i>FY 2003 - FY 2007</i>

COMMUNICATION PROCEDURES

The LSTA plan, programs, and activities will be communicated to the stakeholders through the following means:

INFORMATION	STAKEHOLDERS	METHOD	TIME FRAME
<i>Draft</i> LSTA Five-Year Plan	· Board of Commissioners	Published in printed format	<i>Summer 2002</i>
<i>Approved</i> LSTA Five-Year Plan	· Board of Commissioners · IMLS Staff · Mississippi Library Community · Library Commission Staff	· Published in printed format · Library Commission's web-page	<i>Fall 2002</i>
<i>Revisions</i> LSTA Five-Year Plan	· Board of Commissioners · IMLS Staff · Mississippi Library Community · Library Commission Staff	· Published in printed format · Library Commission's web-page	<i>No later than April 1st of the fiscal year preceding the fiscal year for which the amendment will be effective</i>
LSTA Programs and Activities	· Board of Commissioners · IMLS Staff · Mississippi Library Community · Library Commission Staff	· Agency Newsletter · Agency Web-page · Reports · Brochures · Presentations · Annual Reports	<i>FY 2003 - FY 2007</i>
<i>Final Evaluation</i> LSTA Five-Year Plan	· Board of Commissioners · IMLS Staff · Mississippi Library Community · Library Commission Staff	· Published in printed format · Library Commission's web-page	<i>FY 2007</i>

MONITORING PROCEDURES

As a part of the LSTA evaluation process, programs and activities will be monitored in the following manner:

- Periodic onsite visits to subgrantees to assess their performance in meeting activities;
- Frequent communications with subgrantees by e-mail or telephone;
- Submission of statistical reports by subgrantees (at least quarterly);
- Submission of narrative reports by subgrantees (at least semi-annually);
- Review of final grant financial reports;
- Survey of customer services and evaluation of workshops, as needed;
- Consideration of customer comments;
- Evaluation of Summer Reading Programs;
- Periodic special evaluation reports prepared by staff or contractors, as needed;
- Annual reports showing the performance achieved by ongoing grant programs to the subgrantees and summarizing the reports for agency publications;
- Submission of annual program and financial reports to IMLS;
- Analysis of annual FSCS data and relevancy to the LSTA plan;
- Submission of five-year evaluation of LSTA plan to IMLS.

STATEMENT OF ASSURANCES

All State Library Administrative Agencies receiving assistance under the Library Services and Technology Act, P.L. 104-208, as amended, must comply with the statutes and regulations cited below. To receive federal assistance, all applicants must provide this signed Statement of Program Assurances.

The undersigned, on behalf of the State Library Administrative Agency (SLAA), agrees that the SLAA will comply with Subtitle B of the Museum and Library Services Act of 1996 – the Library Services and Technology Act (“LSTA” or this “Act”), P.L. 104-208, as amended, and all of its provisions, including those set forth below.

- (a) Pursuant to 20 U.S.C. Section 9122(6), the SLAA provides assurance that it has the fiscal and legal authority and capability to administer all aspects of the LSTA, that it will establish the State's policies, priorities, criteria, and procedures necessary to the implementation of all programs under this Act (including the development of a State Plan), and that it will submit copies of these materials for approval as required by regulations promulgated by the Director of the Institute of Museum and Library Services (IMLS).
- (b) Pursuant to 20 U.S.C. Section 9134(b)(6), the SLAA provides assurance that it will comply with 20 U.S.C. Section 9134(f), which sets out standards relating to Internet Safety for certain libraries that do not receive services at discount rates under section 254(h)(6) of the Communications Act of 1934, and for which LSTA funds are used to purchase computers used to access the Internet or to pay for direct costs associated with accessing the Internet.
- (c) Pursuant to 20 U.S.C. Section 9134(b)(7), the SLAA provides assurance that it shall make reports, in such form and containing such information, as the Director may require reasonably to carry out the State Plan and to determine the extent to which funds provided under this Act have been effective in carrying out the purposes of this Act.
- (d) The SLAA agrees that it will comply with all applicable IMLS regulations, including 45 C.F.R. Part 1183 – Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Government; 45 C.F.R. Part 1180.44 – Federal Statutes and Regulations on Nondiscrimination; 45 C.F.R. Part 1110 – Nondiscrimination in Federally Assisted Programs; and 45 C.F.R. Part 1185 – Government-wide Debarment and Suspension and Government-wide Requirements for Drug-Free Workplace, under the rules for the National Foundation on the Arts and the Humanities.

The SLAA further provides assurance that it will comply with all other applicable Federal statutes and regulations in effect with respect to the periods for which it receives grant funding.

These assurances are provided in connection with any and all financial assistance from the Institute of Museum and Library Services after the date this form is signed. This includes payments after such date for financial assistance approved before such date. The SLAA recognizes and agrees that any such assistance will be extended in reliance on the representations and agreements made in this assurance, and that the United States shall have the right to seek judicial enforcement of this Statement of Program Assurances. These assurances are binding on the SLAA, its successors, transferees, and assignees, and on the Authorizing Official whose signature appears below.

For additional information on this Statement of Program Assurances, contact IMLS at 1100 Pennsylvania Avenue, N.W., Washington, D.C. 20506.

Signature of Authorizing Official

Date

Sharman B. Smith, Executive Director
Name and Title

Signature of this form provides for compliance with the statutes and regulations cited below. The certifications shall be treated as material representations of fact upon which reliance will be placed when the Institute of Museum and Library Services determines to award Federal funds to State Library Administrative Agencies.

1. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

As required by Presidential Executive Order 12549 and implemented at 45 C.F.R. Part 1185, the undersigned, on behalf of the sub-grantee, certifies to the best of his or her knowledge and belief that neither the sub-grantee, nor its principals:

- (a) are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
- (b) have within a three-year period preceding this proposal have been convicted or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction, or in connection with a violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statement, or receiving stolen property;
- (c) are presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
- (d) have within a three-year period preceding this sub-grant application/proposal had one or more public transactions (federal, state or local) terminated for cause or default.

Where the applicant is unable to certify to any of the statement in this certification, he or she shall attach an explanation to this application.

2. DRUG-FREE WORKPLACE REQUIREMENTS

As required by the Drug-Free Workplace Act of 1988 and implemented at 45 C.F.R. Part 1185, the undersigned, on behalf of the applicant, certifies that the applicant will or will continue to provide a drug-free workplace by:

- (a) publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the action that will be taken against employees for violation of such prohibition;
- (b) establishing an ongoing drug-free awareness program to inform employees about:
 - (1) the dangers of drug abuse in the workplace;
 - (2) the sub-grantee's policy of maintaining a drug-free workplace;
 - (3) any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) the penalties that may be imposed on employees for drug abuse violations occurring in the workplace;
- (c) making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will
 - (1) abide by the terms of the statement; and
 - (2) notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace not later than five calendar days after such conviction;
- (e) notifying the agency in writing within ten (10) calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the federal agency has designated a central point for the receipt of such notices. Notices shall include the identification number(s) of each affected grant;
- (f) taking one of the following actions within thirty (30) days of receiving notice under subparagraph (d)(2) with respect to any employee who is so convicted:
 - (1) taking appropriate personnel action against such an employee, up to and including termination consistent with the requirements of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 701 *et seq.*); or
 - (2) requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law or other appropriate agency;
- (g) making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

The applicant shall either identify the site(s) for the performance of work done in connection with the project in the

application material or shall keep this information on file in its office so that it is available for federal inspection. The street address, city, county, state, and zip code should be provided whenever possible.

3. LOBBYING

As required by Section 1352, Title 31 of the United States Code (U.S.C.), and implemented for persons entering into grant or cooperative agreement over \$100,000, the applicant certifies to the best of his or her knowledge and believe that:

- (a) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, or the extension, continuation, renewal, amendment, or modification of a Federal contract, grant loan, or cooperative agreement.
- (b) If any funds other than appropriated federal funds have been paid or will be paid to any person (other than a regularly employed officer or employee of the applicant) for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan or cooperative agreement, the undersigned shall request, complete, and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
- (c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontract, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

4. FEDERAL DEBT STATUS

The undersigned, on behalf of the applicant, certifies to the best of his or her knowledge and belief that the applicant is not delinquent in the repayment of any federal debt.

5. NONDISCRIMINATION

As required by the Civil Rights Act of 1964, the Rehabilitation Act, the Education Amendment of 1972, and the Age Discrimination in Employment Act, as implemented at 45 C.F.R. Part 1180.44, the undersigned, on behalf of the applicant, certifies that the sub-grantee will comply with the following nondiscrimination statutes and their implementing regulations:

- (a) Title VI of the Civil Rights of 1964, as amended (42 U.S.C. § 2000 *et seq.*), which provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination under any program or activity receiving Federal financial assistance;
- (b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 701 *et seq.*), which prohibits discrimination on the basis of disability in Federally-assisted programs;
- (c) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-83, 1685-86), which prohibits discrimination on the basis of sex in education programs and activities receiving Federal financial assistance;
- (d) The Age Discrimination in Employment Act of 1975, as amended (42 U.S.C. § 6101 *et seq.*), which prohibits discrimination on the basis of age in Federally-assisted programs.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certification.

Signature of Authorizing Official

Date

Sharman B. Smith, Executive Director
Name and Title

ASSURANCES -NON-CONSTRUCTION PROGRAMS

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§ 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681 _ 1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§ 290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§ 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§ 1501-1508 and 7324-

7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§ 276a to 276a-7), the Copeland Act (40 U.S.C. § 276c and 18 U.S.C. § 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327 – 333), regarding labor standards for federally-assisted construction sub-agreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L.93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L.91- 90) and Executive Order (EO)11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§ 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L.93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L.93 – 205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§ 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. § 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§ 469a-1 et seq.).
14. Will comply with P.L.93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L.89-544, as amended, 7 U.S.C. §§ 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non- Profit Organizations."

18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

Signature of Authorizing Official

Date

Sharman B. Smith, Executive Director

Name and Title

**CERTIFICATION OF
APPROPRIATE STATE LEGAL OFFICER**

I hereby certify that the Mississippi Library Commission, of Mississippi, is the official State Agency which authority under State law to develop, submit and administer or supervise the administration of the State Plan under the Library Services and Technology Act; that Sharman B. Smith, Executive Director, is the officer authorized to submit the State Plan for the named State Agency; that the State Treasurer has authority under State law to receive, hold, and disburse Federal funds under the State Plan; and that all provisions contained in the Plan are consistent with State law.

Signature, Attorney General or Other State Legal Officer

Date

Title